

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

Subject: Inquiry Regarding Bank Statement

Dear [Bank Manager's Name],

I am writing to request assistance regarding my bank statement for the account number [Your Account Number]. I would like to inquire about the following details:

- [Specify the period you're inquiring about]
- [Any specific transactions or issues]

Please provide me with the information at your earliest convenience. If any additional information is required from my side, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]